

**INSTRUCTIONS TO PROCESS SERVER
FOR SERVING WRIT OF EXECUTION**

PROCESS SERVER _____

Court Case No. _____

Plaintiff _____

Defendant _____

Attorney Firm/Person Requesting Service _____

Phone Number _____ Contact Person _____

Mail Address _____

Street Number, Box Number

City

ZIP

INFORMATION ABOUT THE DEBTOR

Debtor's Name _____ Date of Birth _____

SSN _____ ID/Driver's Lic. No. _____ State _____

Home Address _____ City _____

Home Phone _____ Work Phone _____

Name of Employer _____

Work Location _____ City _____

Additional Information _____

INSTRUCTIONS FOR SERVING WRIT

- Documents:
- *General Writ of Execution* (CIV-500)
 - *Creditor's Affidavit* (CIV-505) (if no Notices are being served)

Serve Writ on _____

Address _____ City _____ Phone _____

Directions:

INSTRUCTIONS TO PROCESS SERVER RE DEBTOR PACKET

The Debtor Packet, per Civil Rule 69(g), includes a copy of the filled-out *Creditor's Affidavit* (CIV-505); *Notice of Levy* (CIV-510); *Claim of Exemptions* (CIV-515); and *Judgment Debtor Booklet* (CIV-511). Updated forms can be downloaded at www.courts.alaska.gov/forms.htm.

- Creditor will provide Debtor Packet to process server for service.
- Creditor will serve Debtor Packet by certified mail.
- No Debtor Packet is required because either the PFD is the only item being seized or the debtor is a corporation.